

# Diapering Policy

**Reason this policy is important:** Children's diapers, staff involved in changing diapers and the diaper changing area/supplies have the potential to spread germs and disease. Following proper procedures and room set up will reduce the contamination of the setting (hands, furnishings and floors) and decrease the risk of the spread of illness.

## Procedure and Practices, including responsible person(s):

- Diaper changing table is sturdy, a convenient height (28"-32") with a water proof pad in good repair (no cracks) and placed on a floor surface that can be cleaned and sanitized. (Tile, linoleum). (Carpet should not be used)
  - Diaper changing is only done in designated area, positioned to allow for supervision of all children and not located in food preparation areas.
  - Diaper changing supplies that may present a hazard shall be stored in an area inaccessible to children except during diaper changing.
  - Diaper changing tables will not be used to store items other than diaper changing items (toys, papers, etc., will not be placed on surface).
  - A sink is within reach of diaper changing table to allow for proper hand washing immediately and a tightly covered, plastic lined, hands-free diaper pail is available next to diaper area.
  - The child will not be left alone on changing table. Safety belts will **not** be used
- \_\_\_\_\_ (staff title/name) will be responsible for maintenance and organization of diaper changing area/supplies.

## Diapering Procedures

**Step 1: Get Organized:** gather supplies needed before bringing child to diaper area:

- Paper liner to cover changing surface from shoulders to feet.
- Fresh diaper
- Plastic bag for soiled cloths and clean cloths (if needed).
- Wipes
- Diaper cream, if appropriate, squeezed on to a tissue.
- Disposable gloves (if used, put on before touching soiled clothing/diaper and remove before touching clean diapers and surfaces).

**Step 2: Place child on changing table and clean child's diaper area**

- Always have one hand on child.
- Unfasten diaper, lift child's legs to clean child's bottom.
- Remove stool and urine from front to back and use a fresh wipe each time.

**Step 3: Remove soiled diaper and discard**

- Put soiled wipes in soiled diaper; fold forward without touching any surface and place in plastic-lined, covered, foot operated garbage can.
- If gloves are used, remove them and place in garbage can.
- Use a disposable wipe to wipe staff hands.

**Step 4: Put on clean diaper and dress child**

- Slide fresh diaper under child.
- Use tissue to apply diaper cream, if necessary.
- Fasten diaper and dress.

**Step 5: Wash child's hands and return child to play area**

- Use soap and water to wash child's hands.
- If child is too heavy to hold or cannot stand at sink,
  - wipe hands with damp, soapy, paper towel -
  - wipe hands with clean wet paper towel -
  - dry hands with clean paper towel.

**Step 6: Clean and sanitize diaper area**

- Dispose of paper liner and clean visible dirt from changing table with soap and water.
- Wet entire surface with disinfecting solution ( ¼ cup bleach to 1 gallon water),
- Let stand for at least two minutes. Let air dry or wipe with clean paper towel.

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## Step 7: Wash hands and record diaper change in child's daily log

- Wash hands with soap and water for 20 seconds - turn off water with paper towel. Record in child's log (family/caregiver information exchange form).

## When the policy applies:

This policy applies every time staff changes a child's diaper.

## Communication plan for staff and parents:

- Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center.
- New staff will be given training before working with children in diapers.
- All staff will be trained when necessary.
- Written instructions are posted at all diaper changing locations.

## References:

CARING FOR OUR CHILDREN, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs. 2<sup>nd</sup> Edition. American Academy of Pediatrics, American Public Health Association, and U.S Department of Health and Human Services. 2002 <http://nrckids.org/CFOC3/> Managing Infectious Diseases in Child Care and Schools, A quick reference guide. American Academy of Pediatrics, 2004.

**Reviewed by:** \_\_\_\_\_ Director/Owner  
\_\_\_\_\_ Health Professional (physician, nurse, Health consultant)  
\_\_\_\_\_ Staff member  
\_\_\_\_\_ Other (parent, advisory committee)

## Effective Date and Review Date:

This policy is effective \_\_\_\_\_ (date) and  
reviewed yearly \_\_\_\_\_ (date) or as needed

\*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000

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